

OUTREACH NOTICE

**Gila National Forest
Supervisors Office
Silver City, New Mexico**

**Government Information Specialist
GS-0306-07 or 09**



Please respond by May 9, 2016

The Gila National Forest will soon be advertising a vacancy for a GS-0306-07/09, Government Information Specialist. The position is a permanent full-time appointment, and will be located at the Supervisor's Office in Silver City, New Mexico. The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement (i.e. service-wide, government-wide). Responses received from this outreach notice will be used to make this determination.

VACANCY ANNOUNCEMENT

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at www.usajobs.gov.

INTRODUCTION GS-07

This position functions as an advanced trainee on the Gila National Forest. As an advanced trainee, the incumbent performs productive work and receives advanced training pertaining to Freedom of Information (FOIA), Privacy Act (PA), and Records Management policies.

MAJOR DUTIES

As an advanced trainee, performs duties of limited scope and complexity in all aspects of responding to FOIA, and PA requests; assisting field units (Ranger Districts) with drafting responses for the Regional Forester's signature; and assisting with the development of Records Management policies. Assignments are typically screened to eliminate difficult or unusual problems.

Receives formal and on-the-job training in more advanced skills, techniques and procedures by performing a variety of productive assignments in FOIA, PA, and Records Management program areas.

Assignments may include some or all of the following:

Assists with the review and analysis of FOIA and/or PA requests for information and determines the validity and applicability of requests.

Reviews submitted documentation to determine if the information clearly answers requests and whether it is releasable under the law and specific regulatory provisions.

Researches precedents and regulations regarding routine requests covered by the FOIA/PA and draft the initial determination concerning the proper course of action. Draft responses to requesters.

Participates in FOIA/PA briefings and training for management officials and employees as required.

Participates with the appropriate regional offices to ensure proper reporting of suspected or known breaches/ compromises of FOIA/PA within published time lines.

INTRODUCTION GS-09

This position is located in the Supervisor's Office, Gila National Forest. The purpose of this position is to provide advisory services for the Freedom of Information (FOIA) and Privacy Act (PA) programs. The employee directs and prepares responses to FOIA, and PA requests; assists forest ranger districts and works with the forest records manager to development of Records Management policies.

MAJOR DUTIES

Reviews and analyzes all FOIA and/or PA requests for information. Requests are generally from the public; attorneys and legal agencies, action groups; State and Federal government agencies; agency employees, etc. Reviews submitted documentation to determine if the information clearly answers requests and whether it is releasable under the law and specific regulatory provisions.

Provides proper disposition of all requests and forwards them to the proper official and/or District office. Researches precedents and regulations regarding requests not clearly covered by the FOIA/PA and determine the proper course of action. Composes initial responses to requesters. Prepares initial request for Forest Supervisor review and Regional Forester signature, unfavorable FOIA/PA requests denied in part, or totally. Ensures adequate searches have been performed and proper certifications are completed for "no record" findings requiring higher level attention. Participate in the assessment of appeal requests, drafts final appeal packages for review by the Regional Forester staff.

Assist management in providing advice and guidance to supervisors and managers regarding FOIA/PA policies and procedures. Participates in FOIA/PA briefings and training for management officials and employees as required. Compiles, analyzes and coordinates statistical data and prepares information for consolidation into the annual FOIA/PA congressional report. Maintains a FOIA control log and ensures security of the FOIA automated database.

Assist management in providing advice, assistance, policy guidance, and staff advisory services to the Forest and District on FOIA/PA concerns and requests.

Recommends whether a fee(s) should be charged and/or waived for each FOIA/PA request.

Provides guidance to record custodians on strategies to safeguard FOIA/PA. Participates with the appropriate offices to ensure proper reporting of suspected or known breaches/ compromises of FOIA/PA within published time lines. Coordinates with record custodians to determine the level of risk and whether notification is required to be made to any victims of improper release of FOIA/PA information. Provides guidance to record custodians in drafting notification letters, as required. Makes recommendations as to remedial actions for those responsible for breaches/compromises of FOIA/PA information.

Gila National Forest

Every National Forest offers its own unique qualities. The Gila's beauty is in its diversity of rugged mountains, deep canyons, meadows, and semi-desert country. It is one of the more remote and least developed National Forests in the southwest. The Gila is the sixth largest national forest in the continental United States, covering 3.3 million acres of forest and range land.

The forest has a rich history of the Mogollon and Apache Indians, Spaniards, Mexicans, ranchers and prospectors. A few of the personalities from the past that have left their mark in the Gila include Apache Chiefs Mangas Coloradas and Geronimo, conservationist and author of the Sand County Almanac Aldo Leopold; Billy the Kid and other outlaws; and renowned lion hunter Ben Lilly.

Another unique beauty of the Gila National Forest is its wilderness. The Gila, Aldo Leopold, and Blue Range Wilderness areas offer unparalleled hiking and horseback riding. The 558,065-acre Gila Wilderness, created in June 1924 at the urging of the conservation pioneer Aldo Leopold, was the world's first designated wilderness.

Community: Silver City www.townofsilvercity.org and the surrounding communities of Bayard, Santa Clara, Tyrone and Hurley are located in southwest New Mexico. Main access to Silver City is via Highway 180 north from Interstate 10 at Deming, NM. The elevation is 5,900 feet above sea level. The population of Silver City is approximately 13,000 and Grant County is about 29,000. Silver City was recently selected as one of the healthiest places to live and retire. It placed in the top 1% of over 3,000 communities our size or larger. Downtown Silver City is undergoing a revitalization effort and features many locally-owned shops and lots of art galleries. The community has two libraries and churches of all denominations. There are two newspapers, motels, radio stations, city and county offices and local retail businesses. Area attractions include City of Rocks State Park, Historic Pinos Altos and Western New Mexico University Museum <http://www.wnmu.edu/univ/museum.htm>.

Climate: Silver City boasts four gentle seasons. The average annual temperature is 54 degrees. May is the driest month of the year while July is the wettest. The annual average precipitation is 15.69 inches.

Medical: Silver City has a Regional hospital <http://www.grmc.org/>, several medical clinics, ambulance service, an emergency care clinic, and physicians of all specialty areas, dentists and nursing homes.

Schools: Grant County has two public school districts. There are several private schools and alternative schools. Western New Mexico University www.wnmu.edu/ offers four-year programs and two year technical programs in areas such as education, nursing, basic arts and sciences and several graduate programs.

Employment: Major employers are Freeport-McMoRan Copper & Gold, Gila Regional Medical Center, Silver City Schools, Western New Mexico University, Walmart, Town of Silver City, Grant County, and the Gila National Forest.

Housing: Rentals range from \$600-\$1000 per month for an average three bedroom home/apartment. Prices of single family homes range from \$85,000 and up.

Transportation: The nearest commercial airports are in El Paso, TX (3 hours), Tucson, AZ (3 hours) and Albuquerque, NM (4 hours). Grant County airport provides daily services. There is a shuttle service for transportation to Las Cruces and El Paso and a local transportation service to all the surrounding communities.

Additional Information: For additional location information visit the following web sites:

Gila National Forest Website	www.fs.fed.us/r3/gila
Grant County Chamber of Commerce	www.silvercity.org
Silver City Chamber of Commerce	www.townofsilvercity.org

OUTREACH RESPONSE FORM

If you are interested in this position, please complete this form and email to Tony Mireles, amireles@fs.fed.us. If you have questions about the position call 575-388-8306. Please respond by **May 9, 2016**.

PERSONAL INFORMATION:

Name:		Date:	
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Address:	
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Email Address:	
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Phone:	
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Are you currently a Federal employee?	YES:		NO:	
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IF YES: Current Agency and location:	
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Current Title/series/grade/Level:	
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Type of Appointment:	Permanent		Term		Temporary	
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If you are not a current permanent employee (career or career conditional), are you eligible for appointment under any of the following special authorities?	
	Person with Disabilities
	Veterans Recruitment Act
	Former Peace Corps Volunteer
	Disabled Veteran with 30% Compensable Disability
	Pathways Program
	Veterans Employment Opportunities Act of 1998
	Other, please describe:

Thank you for your interest in our vacancy!

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